

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT VACANT	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Home and Community Living	4. UNIT NAME Health At Home Branch
5. CLASSIFICATION Health Program Manager II	6. POSITION NUMBER 797-710-8428-xxx

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print) Shawntel Bush	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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You are a valued member of the department's team. All California Department of Aging (CDA) employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees.

9. DESCRIPTION
<p>Under the general direction of the CDA Division of Home and Community Living (DHCL), Health At Home Branch Chief (Staff Services Manager III (SSM III)), the Health Program Manager (HPM) II, (Alzheimer's and Dementia Lead) serves as CDA's Alzheimer's Disease and Related Dementias (ADRDs) program and policy lead and subject matter expert. The HPM II is responsible for providing program and policy consultation to department leadership and state departments within the California Health and Human Services Agency to help address ADRD topics and priorities for CDA . The HPM II conducts research, attends and represents CDA at stakeholder conferences and meetings, and helps formulate consistent departmental policies and strategies on supporting caregivers and individuals living with ADRDs.</p> <p>The HPM II will also be the program officer and project manager for the Alzheimer's Day Care and Resource Center Pilot Projects to plan, coordinate, administer and oversee the success of the program. The HPM II will lead in the formulation and development of the pilot program, performs research and analysis, draft written policy guidances, provides technical assistance and subject matter expertise to grantees and stakeholders. Administrative project duties will include grantee/contractor oversight, grants/contract administration, ensure compliance with applicable laws, rules and regulations; and evaluation and monitoring of activities to measure effectiveness.</p> <p>Statewide Travel up to 15%</p>

These duties include, but are not limited to:

Essential Functions:

30% Program and Policy Implementation

- Researches federal and state guidance, policy, regulations and best practices for methods used to increase dementia-capable home and community-based services and supports for people living with ADRD and their caregivers using proven models and innovative practice.
- The Project Manager optimizes and applies solutions for the benefit of the overall organization and plays a major role in advising management or formulating dementia capable-related strategies and policy within the organization.
- Serves as overall internal consultant and project manager to facilitate policy development, operational change processes and provides high quality program implementation strategies to ensure that developed policy and program guidance are reflective of the scope of project as operationalized by grantees.

25% Project Management/Grant Administration

- Organizes and facilitates grant funding awards and contracting process with internal CDA Branches/Bureaus; monitors funding contracts and reports for compliance with grant requirements and program standards; and determines the release of grant funds upon satisfaction of grant/contract requirements.
- Oversee, coordinate, and ensures timely contract execution for division grants in collaboration with DHCL staff and management, Business Management Bureau, and Financial Management Branch.
- Develops project management tools, workplans, milestone timelines and deliverable completion evaluation tools, methodologies, and standards to manage DHCL projects to ensure all projects are completed within scope, budget, and timeline.
- Maintains, and updates project plans and tracking systems to monitor project effectiveness and progress.
- Creates metrics and standards for evaluating outcomes of success and needed improvement during the Pilot.
- Initiates contract amendments as necessary and permissible.
- Develops and oversees record keeping and reporting systems for program activities and evaluation.
- Identifies and reviews business processes as outlined in the scope of work, risks, and recommend mitigation plans. Determines necessary project steps: facilitates project status updates meetings.
- Serves as a liaison to stakeholders in planning, organizing, and implementing project plans to meet contract deliverables and project outcomes.
- Schedules routine meetings with grantees/contractors and CDA staff to discuss project status. Captures action items, and recommendations by taking notes and tracking for completion.
- Researches and gathers data to assess the effectiveness of center practices for behavioral health conditions and ADRD in alignment with best practices of local, state and federal

entities, and provide management with recommendations for improvements for current and future activities and/or requirements.

- Provides regular updates on activities and accomplishments to CDA Executive Leadership, DHCL Management, local, state, and federal partners.
- Serves as a liaison and CDA representative to federal, state and local stakeholders by attending meetings and responding to correspondence on behalf of CDA for behavioral services within the DHCL related to the Pilot on services and supports for people living with ADRD and their caregivers.
- Ensures adequate coordination of service delivery, training, and reporting activities in alignment with grant/contract requirements and provide expert assistance to grantees/contractors to achieve goals and successful completion of deliverables and objectives.

25% Research and Development

- Develops Request for Application criteria or other grantee solicitation documents for release, award, implementation and on-going maintenance of programs in support of behavioral services, dementia care and Alzheimer's treatments.
- Works in partnership and collaboration with federal, state, and local stakeholders, including the California Department of Health Care Services (DHCS), federal Administration for Community Living (ACL), Centers for Medicare and Medicaid Services (CMS), local Adult Day Programs (ADPs) and Adult Day Health Care (ADHCs) centers, and the California Department of Public Health (CDPH).
- Analyzes reports and draws sound conclusions. Conducts sensitive/confidential projects, analytical studies and surveys; makes recommendations to management.
- Conducts research on local Home and Community Based Services entities and their existing practices for delivering services and supports to systems of home and community-based care, linking public, private, and nonprofit entities that develop and deliver supportive services for individuals living with ADRD and their family caregivers.
- Develops fact sheets for public awareness on the Pilot project and outcomes.
- Develops an evaluation plan to assess outcomes of the Pilot project.
- Makes recommendations based on survey responses, reports, best practices or state/federal issued legislation and/or guidance.
- In coordination with an approved contractor, collaborate on developing a comprehensive report evaluating the Pilot.

15% Technical Assistance

- Provides written guidance and technical assistance to address scope of work, budget and reporting requirements to grantees/contractors.
- Responds to requests for clarification from Department staff, grantees/contractors and other key stakeholders.
- Participates in federal technical assistance webinars for people living with ADRD and their family caregivers; disseminate information; and provide updates to CDA Executive Leadership, SSM III, DHCL management and other key stakeholders.
- Provides technical consultation, and expertise to contractors/grantees, various advisory committees on issues and resources associated with this Pilot.

5% Marginal Duties

- Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the ADRDs.